



CITY OF SAN ANTONIO

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

TO: All Planning and Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 154**
Administrative Ruling on Various Sign Permit Requirements

DATE: October 29, 2008

This information bulletin is intended to inform those associated with the installation of signage within the City of San Antonio of administrative rulings regarding various sign permit requirements. These administrative rulings are as follows:

1. The Planning and Development Services Department (PDSD) will be voiding out all permits where required final inspections have not been requested within one-hundred and eighty (180) days from the original permit issuance date.
2. Fees for permits that have been voided due to final inspections not having been requested within one-hundred and eighty (180) days will be non-refundable.
3. Failure to request final inspections for electrical sign work within thirty (30) calendar days of the job's completion is a violation of the City's Electrical Code (10-143).
4. Signage with voided permits shall require that new permits be submitted to PDSD subject to administrative penalties.
5. Across the Street Banner permits must be submitted to the PDSD no less than five (5) days before the date of installation and must reference accurate addresses for installation.
6. Sign Master Plan (SMP) fees must be paid prior to the SMP being considered by PDSD staff. All necessary materials associated with a completed SMP must be submitted to PDSD staff thirty (30) days prior to the scheduled hearing date for the Board of Adjustment.
7. Billboard relocation permit packages to be presented before the Electrical Supervisory Board must be completed and filed with the PDSD staff no less than five (5) business days prior to the regularly scheduled meeting.
8. All applicants filing permits with the PDSD must provide original copies of permit requests, to include appropriate signatures (licensed holders and/or authorized agents), prior to the issuance of said permits by PDSD.

9. For the purposes of maintaining proper liability, and confirming that signs are appropriately maintained, all signs requiring any form of a 'reface' must first obtain a permit from PDSD (regardless of whether this action is deemed to be routine maintenance).

Should you have any questions or concerns regarding this administrative ruling please feel free to contact the Chief Sign Inspector at (210) 208-8289.